



**APPLY HERE:** Posting closes 8/31/2021

### **Nursing Investigator (Non-Merit)**

Established in 1914, the Kentucky Board of Nursing (KBN) has an established history of protecting the well-being of the public by development and enforcement of state laws governing the safe practice of nurses, dialysis technicians and certified professional midwives. KBN values excellence, integrity, responsiveness and collaboration. KBN strives to be a future focused and dynamic agency with a strong workforce devoted to its mission and values.

The Kentucky Board of Nursing, Investigation Branch in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Nursing Investigator.

### **DUTIES AND RESPONSIBILITIES:**

- Conducts complex investigations of alleged KRS 314 and 201 KAR 20 violations and complaints regarding licensees including nurses, dialysis technicians and certified professional midwives.
- Gathers, requests, analyzes and reviews records and other documents, prepares reports, and maintains accurate and confidential records and logs.
- Conducts interviews and meetings with licensees, applicants, complainants, employers, law enforcement and other applicable parties. Creates and maintains reports on investigation progress and presents information to Board Members for review.
- Reviews and analyzes Kentucky All Schedule Prescription Electronic Reporting (KASPER) reports, criminal history information, disciplinary action in other states and other applicable reports or documents.
- Makes recommendations regarding complaints.
- Assists in the pre-complaint review process.
- Prepares and/or drafts Agreed Orders, Consent Decrees, case summaries, and other official correspondence related to investigations.
- Provides testimony at Administrative Hearings.
- Performs other duties as assigned.

### **PREFERRED SKILLS:**

The ideal candidate will have strong written and verbal communication skills, the ability to communicate effectively and professionally, strong time management skills, critical thinking skills, excellent organizational skills, self-initiative and exceptional attention to detail.

The agency may authorize the selected applicant to telecommute. The agency may terminate or modify the telecommuting arrangement at any time. Telecommuting options require approval from the Appointing Authority.

We offer a great package of employee benefits, including:

- A 37.5 hour work week (occasional overtime may be required)
- Paid Time Off (Sick and Vacation) and Paid Holidays
- Overtime / Compensatory Time
- Flexible Work Schedules
- Affordable Health Insurance with Optional Health Reimbursement Accounts on some plans
- Optional Flexible Health Spending Account
- Optional Dental and Vision Insurance
- Life Insurance
- Optional Deferred Compensation Program (401K & 457)
- Retirement
- Training/Career Development Opportunities
- Wellness Incentive Programs
- And More!

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

Graduate of a college or university with a bachelor's degree in Nursing.

**EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience in nursing practice, education, investigation or administration as a Registered Nurse.

**Substitute EDUCATION for EXPERIENCE:**

NONE

**Substitute EXPERIENCE for EDUCATION:**

Additional experience in one of the above areas will substitute for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed with the Kentucky Board of Nursing as a Registered Nurse or possess a valid work permit issued by the Kentucky Board of Nursing.

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=44650>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

**Pay Grade: 15**

**Gross Monthly Salary Range: \$3,230.84- \$4,494.12 (\$38,770.08 – \$53,929.44 annually)**

**Position #: 31131019**

**Employment Type: EXECUTIVE BRANCH | FULL-TIME | FLSA EXEMPT | 37.5 HR/WK | NON-MERIT, NON-CHAPTER**

**Location: 312 Whittington Parkway, Louisville, KY 40222**

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**Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: [Jennifer.Hart@ky.gov](mailto:Jennifer.Hart@ky.gov)**

**This position will remain open until filled.**

An Equal Employment Opportunity/Affirmative Action Employer M/F/D